

## **Contents**

|   |   |
|---|---|
| 1. INTRODUCTION:  |   |
| 1.1 Invitation to tender                                  | 2 |
| 1.2 Purpose of this invitation to tender                  | 2 |
| 1.3 Form of tenders                                       | 2 |
| 1.4 Evaluation criteria                                   | 2 |
| 2. BACKGROUND   | 3 |
| 3. THE PROPOSAL AND SERVICES REQUIRED                     | 3 |
| 4. SUPPLIER INFORMATION REQUIRED:                         |   |
| 4.1 General Information                                   | 4 |
| 4.2 Proof of Supplier's Financial and Company Standing    | 5 |
| 4.3 Evidence of Capacity to Deliver Contract Requirements | 5 |
| 4.4 Other   | 5 |
| 5. INSTRUCTIONS TO SUPPLIERS                              | 6 |

## **1. INTRODUCTION**

The Department for Education (DfE) approved The Avenue CE Primary School application to enter the pre-opening phase in January 2021 and the school will open as part of the Derby Diocesan Academy Trust (DDAT) family of schools.

### **1.1 Invitation to Tender**

You are invited to submit a tender to DDAT for the provision of Project Management Services throughout the pre-opening phase of The Avenue CE Primary School and with an option to extend the commissioning arrangement into the first year of operation if required.

### **1.2 Purpose of this Invitation to Tender**

The objective is that DDAT obtain 'Best Value' by securing a high quality provider, within budget constraints, with the successful applicant providing and delivering a robust plan with appropriate actions, risk management and successful outcomes. The Proposer Group received support from Place Group Ltd during the application stage of development.

DDAT reserves the right to de-select a provider at any stage at its discretion. DDAT is not under any obligation to ultimately select a preferred provider.

The participating providers must accept at the outset that none of the costs incurred through participation in this tender process can be charged to DDAT or any associated organisations.

### **1.3 Form of Tenders:**

DDAT requires that you include the information as detailed in section 3, with consideration of the requirements as laid out in section 1.4.

### **1.4 Evaluation Criteria**

Your tender will be evaluated on the basis of:

- appropriateness of your strategy for the project including timings, identification of risks and strategy to manage those risks (30%)
- proposed methodology for communication and relationship with all key stakeholders (20%)
- your skills and capacity (30%)
- value for money (20%)

You will also need to demonstrate/evidence:

- Performance standards
- Experience and track record (ideally in delivery of Church of England Free Schools)
- Capability
- Policies and procedures

The tender return requirements are located at section 5 and provide details on the documents to be completed and information to be provided.

## **2. BACKGROUND**

The Avenue CE Primary School will be an inclusive faith school for pupils of all abilities and from all backgrounds. This new free school will open as a member of the DDAT family of schools as a 3-11 co-educational school. Discussions around the form of entry are progressing with the DfE currently. The new school will be open to pupils from families of all faiths and no faith where everyone will be welcome and feel they belong with an excellent pastoral support within a caring high-expectation ethos and an emphasis on moral values. This will be a family friendly school with breakfast club and after school provision offering a wide range of enrichment activities.

The Avenue CE Primary School will be free to attend and highly inclusive with a distinctive Christian character. The school will offer its pupils the opportunity to grow and develop within a broad and balanced curriculum framework under-pinned by Christian values. This will provide a strong ethos across the curriculum – both in lessons, in enrichment and through the extra-curricular life of the school, to support the development of core British values applicable to pupils of all faiths and none. Acts of collective worship and religious education, to which pupils and staff have a right of withdrawal, will also reflect the ethos of the school. The Avenue CE Primary School will be part of the governance structure of the Derby Diocesan Academy Trust (DDAT) with a customised scheme of delegation devolving powers on the basis of earned autonomy to a secondary phase focussed board which will hold the local governing body to account.

## **3. THE PROPOSAL AND SERVICES REQUIRED**

The PMC will be required to support and deliver the following aspects of the project:

- Advise on, initiate and monitor progress on all tasks required for school opening as advised in the DfE's Pre-Opening Guidance
- Develop, maintain and deliver the project plan
- Liaise with the DfE, Local Authority and Proposer Group to agree an opening date for the school\*
- Advise on admissions
- Review the Education Brief developed by the Trust
- Review the Governance Plan developed by the Trust
- Guide the Headteacher on development of all documentation for the Pre-Registration Ofsted Inspection
- Attendance at initial 'kick-off' meeting
- Prepare the Headteacher and relevant PSG members for the Readiness for Opening Meeting
- Attendance at DfE 'Checkpoint Meetings'
- Lead on timely reporting to DfE, providing monthly written status updates
- Lead on site development tasks and liaison with ESFA

- Manage and schedule monthly Project Steering Group meetings
- Maintain risk/issues log
- Lead on the statutory consultation process and prepare consultation report
- Design, implement and deliver a coherent communication and marketing strategy
- Assist with the procurement of services as required
- Advise on compliance with all aspects of Free School delivery as advised by DfE.

\* The initial contract period (phase 1) will be to the point that the opening date for The Avenue CE Primary School is agreed with the DfE. Suppliers should note that the initial Project Development Grant provided to DDAT to deliver to this stage is £30,000.

Following agreement of the opening date, the contract period with the successful supplier will be extended to the agreed opening date of the school (phase 2). Please provide proposed costs for phase 1 and phase 2.

Please provide a proposal that demonstrates:

- How you would approach the project and work with stakeholders, including reference to the organisation's Christian values and ethos
- The key risks you envisage and how you would manage them
- Evidence that you have proven skills and capacity to delivery including CV(s)
- An itemised breakdown of your costs (including any expenses, VAT and third party costs) which should clearly show how many days you will commit to the project

#### **4. SUPPLIER INFORMATION REQUIRED**

We require that you provide us with the following information in order that we can establish the viability of your organisation as a key supplier to DDAT. This information will of course be treated in the strictest confidence.

- Evidence of sound financial position (audited and financial year end reports)
- Details of recent contract provision for implementations of this size and nature
- Accreditations
- Three customer references

##### **4.1 General Information:**

This should include information such as:

- Contact details (email address, telephone numbers)
- Registered company address

- Web address
- Name and address of bankers
- Name of ultimate holding company
- Organisation chart if applicable

Copies of your organisation's policies relating to:

- Health and Safety
- Equal Opportunities
- The Environment

Please provide details of liability insurances in place.

#### **4.2 Proof of Supplier's Financial and Company Standing:**

This should include details of the ownership of your organisation if you are part of larger organisation, details of your financial backing, copies of published and signed audited accounts, including statement of turnover, for the last three financial years.

#### **4.3 Evidence of Capacity to Deliver Contract Requirements:**

Describe the experience that your company has gained of dealing with similar contracts and / or similar organisations, ideally in a Church of England context.

Detail the average value of contracts undertaken previously.

Please provide us with details (i.e. Contact Name, Role, Organisation, Telephone Number, e-mail address) of three current customers, (preferably with similar requirements) that we can contact to provide us with references.

Please confirm whether you intend sub-contracting any part of the work to be carried out or service provided.

#### **4.4 Other:**

Quality Assurance – Provide us with details of any current accreditations that your company has.

Please provide us with a copy of your standard contract and terms and conditions of business that would apply should you be shortlisted for consideration.

### **5. INSTRUCTIONS TO SUPPLIERS**

Your written response should take the following format:

**Your Proposed Plan(s) of Service(s):** Your description of plans and services that you are proposing to provide.

**Implementation Approach:** Your approach to implementation of each development area.

**Existing Customers:** Provide details, including description of (similar) services you provide to three existing customers. Also provide contact details.

**Accounts:** Include Accounts and financial information requested.

**Contract:** Include a sample contract and Terms & Conditions.

**Other Information:** Any other Information requested but not covered in points 1 to 4 above. You may provide any other information that you consider will demonstrate that you as an organisation and your services should be preferred.

You should provide:

- A response in line with the timelines in section 1.4 and the aspects of the project set out in Section 3.
- An electronic copy of your response to be sent for the attention of Jo Harris should be e-mailed to [jo.harris@ddat.org.uk](mailto:jo.harris@ddat.org.uk)

Any clarification questions you may have can be made via the same email address.

**Deadline: You should return your tender submission, by email no later than 5pm on 21<sup>st</sup> May 2021**